

## Affidavit of Lost Receipt

<b>Please complete and attach to submission documents</b>			
<b>Print Purchaser Name (First Name, Middle Initial, Last Name):</b>		<b>Purchaser Phone Extension:</b>	
<b>Vendor Name:</b>		<b>Vendor Phone Number:</b>	
<b>Purchase Date:</b>		<b>Payment Method:</b>	
<b>QTY</b>	<b>Description of Items Purchased</b>	<b>Unit Price</b>	<b>Extended Price</b>
		<b>Tax</b>	
		<b>Shipping</b>	
		<b>Total</b>	
<b>Reason for lack of itemized receipt (required):</b>			
<p>I certify while on official university business, I incurred the above expense(s) as described. I have lost, misplaced, or did not receive receipt documentation from the vendor. I certify that this is a legitimate charge that I have not previously requested, nor will again in future requests for reimbursement.</p>			
<b>Purchaser Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	